



**US Army Corps  
of Engineers**

# **Access Control**

**November  
2007**



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# Getting Started

**Software Installed ??**

**Now What ??**





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# Getting Started

**Where we're headed today:**

- **Login Procedures**
- **User Access Control**

**Who you are**

**What you can do**

**What Contracts you can  
do it on**



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# Login Procedures

- Click RMS Icon on Desktop



VPN May Appear  
Differently

## Login (User ID and Password)

**RMS Login Window**

Enter Your RMS/Oracle User ID and Password

Login User ID: PQGRDFBF

Password: [masked]

Login Cancel

This is a DOD computer system. Before processing classified information, check the security accreditation level of this system. Do not process, store, or transmit information classified above the accreditation level of this system. This computer system, including all related equipment, networks and network devices (including internet access) are provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information including personal information, placed on or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DOD computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.

Database: RMS\_P0.WORLD

Oracle  
Password

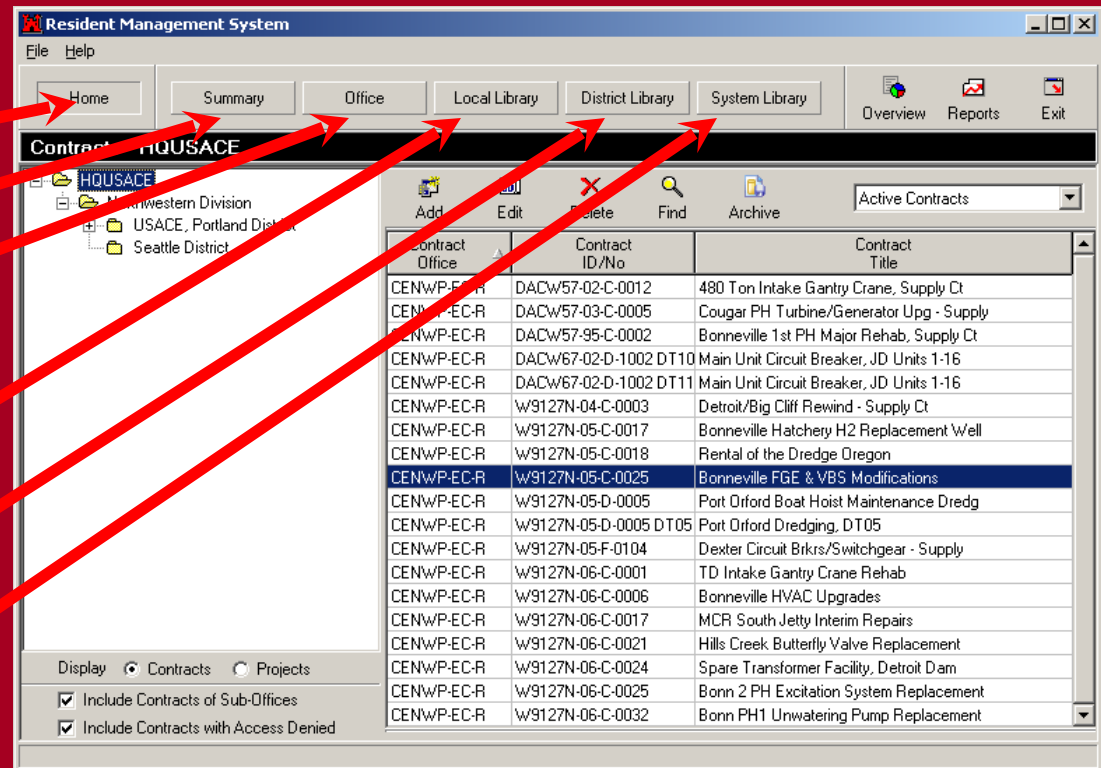


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# RMS User Control

RMS is organized in six basic Modules.

- Home
- Summary
- Office
- Local Library
- District Library
- System Library





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# Setup RMS User

**“Roles”** must first be created for each category of work in your Office. **(Only an**

**Administrator can do this.)**

**Select OFFICE  
/ User Roles**

Resident Management System

File Help

Home Summary Office Local Library District Library System Library

Overview Reports Exit

Office - GULF REGION DIVISION - User Roles

[Office Description](#)  
[Office Personnel](#)  
[Office Policy](#)  
[Office Plans](#)  
[User Defined Entries](#)  
[User Roles](#)  
[User Access Control](#)  
[District Review Office](#)

Add Edit Delete Find

Title	Office Symbol
C/REAL ESTATE	CEGRD
CONSTRUCTION INSPECTOR	CEGRD
CONSTRUCTION MANAGER	CEGRD
CONSTRUCTION REPRESENTATIVE	CEGRD
CONTRACTING OFFICER	CEGRD
IM SPECIALIST	CEGRD
IRAQI QA REPRESENTATIVE	CEGRD
PROGRAM ANALYST	CEGRD
PROGRAM MANAGER	CEGRD
PROJECT ENGINEER	CEGRD
READ ONLY ACCESS	CEGRD
RESIDENT ENGINEER	CEGRD
RMS OFFICE ADMINISTRATOR	CEGRD
SUBMITTAL REVIEWER	CEGRD
TRAINEE - INTERN	CEGRD

You can push **“Add”** or **“Edit”** as may be needed.

Roles may also exist that are outside of your immediate office, such as, the Contracting Officer.



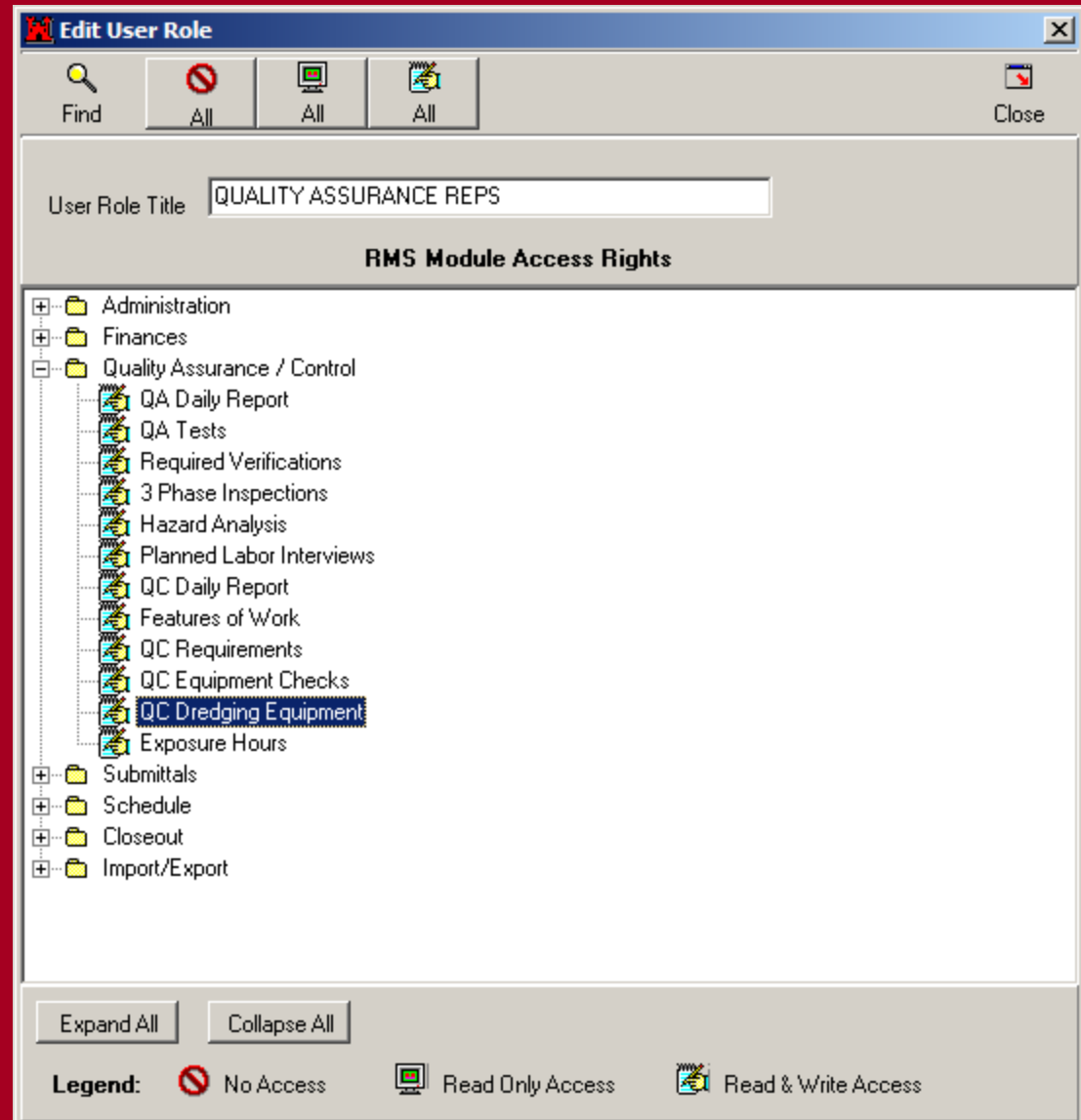
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# Setup RMS User Roles

**“Roles”** should be created for each category of work in your office.

You then determine the level of access to be permitted for each role, but clicking on the legend symbols.

- No Access
- Read Only
- Read & Write





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# Staff and Staff Assignments

**Staff Assignments** are identified for each onsite **Staff Member** and other **Support Staff** you may have.

An example of Support Staff would be a QA Inspector who isn't using RMS, but whose name is required on QA Reports.

The screenshot displays the Resident Management System (RMS) interface. The main window is titled "Office - GULF REGION DIVISION - Office Personnel". It features a sidebar with navigation links: [Office Description](#), [Office Personnel](#), [Office Policy](#), [Office Plans](#), [User Defined Entries](#), [User Roles](#), [User Access Control](#), and [District Review Office](#). The main content area shows a table of personnel with columns for User ID, Employee ID, and Full Name. Below this, the "Staff Assignments" window is open, showing the "Administration / User Roles" tab. It contains fields for User ID (G2ECDJBF), Employee ID (FOGLJ1782), First Name (James), Last Name (Foglesong), Abbreviated Name (Jim), and Email Address (james.foglesong@usace.army.mil). There is a checkbox labeled "Support Staff member from other district/division" which is checked. Below these fields is a table of "Signature Blocks for James Foglesong" with columns for Signature Block Name and Signature Block Title.

User ID	Employee ID	Full Name
POGRDARS	POGRDARS	A R Stadtler, Not in GRD POM80
POGRCMDA	ABSHM0000	ABSHIRE, MARK D. (Is not acti
POGRDKEA	ADAMK0892	ADAMS, KENNETH

Signature Block Name	Signature Block Title
James Foglesong	Administrative Contracting Officer
James Foglesong	Civil Engineer
James Foglesong	Contracting Officer Representative
James Foglesong	Resident Engineer





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# Staff and Staff Assignments

If this User will be using QAS, click this box to establish a password.

The screenshot shows the 'Resident Management System' window with the 'Office - GULF REGION DIVISION - Office Personnel' tab selected. The window has a menu bar with 'File' and 'Help', and a toolbar with 'Home', 'Summary', 'Office', 'Local Library', 'District Library', and 'System Library'. Below the toolbar are icons for 'Add', 'Edit', 'Delete', and 'Find'. The main area displays a list of personnel with columns for 'User', 'Employee ID', and 'Full Name'. The first entry is 'A R Stadler, Not in GRD P0M80'.

The screenshot shows the 'Staff Assignments' window for 'James Foglesong'. It has two tabs: 'Personnel Information' and 'Administration / User Roles'. The 'Administration / User Roles' tab is active, showing a list of roles with checkboxes. The roles are: 'System Administrator' (unchecked), 'District Library Administrator' (unchecked), 'District Wide Read only Access to all contracts' (unchecked), 'District Wide Access to Claims' (unchecked), 'District Prime Contractors' (unchecked), 'District Wide Submittal Reviewer' (unchecked), 'Summary Baseline Schedules' (checked), 'Custom Reports' (checked), 'District Review Office' (checked), and 'Is QAS User' (checked). There are also checkboxes for 'CCASS District Focal Point' (unchecked) and 'SPS Contract Coordinator' (unchecked). A button labeled 'Enter QAS Password ...' is visible. Below the roles, it states 'James Foglesong is an Office Administrator for the following offices' and lists 'Portland Resident Office - Selected Office Administrative Rights'. At the bottom, it states 'James Foglesong is a member of the following User Groups' and lists 'Western Project Team, Portland Resident Office', 'Columbia Gorge Project Team, Portland Resident Office', and 'Small Projects Team, Small Projects Team'.

The screenshot shows the 'QAS Password' dialog box. It contains the following text: 'Rules for passwords are as follows: - Must contain at least five and at most 10 characters. - Only letters are allowed (A - Z and a - z). - Your password is case sensitive. Blanking out your password will remove it and will not allow you login into QAS.' Below the text are two input fields: 'Password:' and 'Reconfirm Password:'. The 'Password:' field is empty, and the 'Reconfirm Password:' field contains 'XXXXXXXXXX'. At the bottom are 'OK' and 'Cancel' buttons.



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# Add Staff and Staff Assignments

**The “User ID” is the same as the Oracle ID assigned by your District for email, CEFMS, The “Employee ID” is the same as that used in CEFMS, as seen on the next slide.**

**Add New Staff Member**

Enter a unique User ID and Employee ID for the new staff member. The User ID should be the persons User ID to login to other USACE systems. The Employee ID should be the persons Employee ID No in CEFMS.

User ID

Employee ID



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# CEFMS Screen Example

CEFMS v2.1.252 Purchase Request Line Item Create/Update Screen 2.36

Action Edit Block Field Record Query ESIG Help

Purchase Request No: W81EYN20921256 Amend No: 0 Amend Date: 02-APR-2002

Line Item No: 1 Emp ID (SF1164): S&A Line Item no:

Line Item Description: SD-064/R00426 - WATER CAPACITY/SEWER DISCHARGE FEES

Method of Accomplishment: C2 CONTRACT - OUTSIDE GOVERNMENT

Ordering Work Item: 32FB42 09-99-D-0020 #4 SAN DIEGO SECTOR SUPPORT FAC

ITIPS Number: NA

Contract Use Indicator: N LINE ITEM WILL BE MANUALLY AWARDED IN CEFMS

Required Delivery Date: 02-APR-2002

Deliver To ID: ERWIN4802 ERWIN NEIL S

Ofc Sym: CESPL-CO-AM 5026402021

Customer Pick Up?

Ship To:

☐ Return to Menu ☐ View Line Item History ☐ View APPMS Disapproval Remarks

Prev Page Prev Next Query List Save Exit Next Page

Enter the purchase request and commitment line item number or F9 to create new line item record.

Record: 1/1 List of Values

The CEFMS “Employee ID” is the first four letters of the last name, the first letter of the first name, and the last four numbers of the Social Security Number.



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# Add Staff and Staff Assignments

**Enter a CEFMS ID  
and Oracle User ID  
for each Staff  
Member.  
Name is entered for  
each Staff Member.**

**Enter Email  
Address.**

**Enter OFFICE  
SYMBOL and other  
pertinent data.**

Staff Assignments

Close

Personnel Information Administration / User Roles

User ID G2ECDJBF Employee ID FOGLJ1782

First Name James Last Name Foglesong

Abbreviated Name Jim

Email Address james.foglesong@usace.army.mil

Office Symbol CENWP-EC-R Support Staff member from other district/division ☐

Work Phone 253-345-6784 Extension

Signature Blocks for James Foglesong

	Signature Block Name	Signature Block Title
Add	James Foglesong	Administrative Contracting Officer
Edit	James Foglesong	Civil Engineer
Delete	James Foglesong	Contracting Officer Representative
	James Foglesong	Resident Engineer

**Push the "Add"  
button to add Staff  
Signature Blocks**



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**Signature blocks  
are no longer  
entered in the  
Library. Each Staff  
Member can have  
any number of  
Signature Blocks.**

**Signature Blocks  
will appear in  
lookup windows in  
appropriate  
locations where the  
Staff Member has  
access to a**

**Staff Assignments** [Close]

Personnel Information | Administration / User Roles

User ID:  Employee ID:

First Name:  Last Name:

Abbreviated Name:

Email Address:

Office Symbol:   ☐ Support Staff member from other district/division

Work Phone:  Extension:

Signature Blocks for James Foglesong

	Signature Block Name	Signature Block Title
<input type="button" value="Add"/>	James Foglesong	Administrative Contracting Officer
<input type="button" value="Edit"/>	James Foglesong	Civil Engineer
<input type="button" value="Delete"/>	James Foglesong	Contracting Officer Representative
	James Foglesong	Resident Engineer

**Signature Block** [Close]

Name:

Title:



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# RMS User Groups

“User Groups” are created to permit global assigning of various tasks (privileges / permissions) to Users rather than having to repeat the process for each individual Staff member on each contract. You select “Office / User Access Control” to create a User Group.

The screenshot displays the RMS User Access Control interface. The main window, titled "Office - GULF REGION CENTRAL DISTRICT - User Access Control", features a sidebar with navigation links: [Office Description](#), [Office Personnel](#), [Office Policy](#), [Office Plans](#), [User Defined Entries](#), [User Roles](#), [User Access Control](#) (highlighted), and [District Review Office](#). The main content area shows a table of User Groups with columns for "User Group Title", "Add", "Edit", "Delete", and "Find". The table lists the following groups: DIVISION, SBH, DISTRICT OFFICE, ADMINISTRATION, and SUPPORT.

The "User Access Control" dialog box is open, showing the "Select Users" tab. It includes a "User Group Title" field set to "DIVISION". Below this, there are two lists of users: "Selected Users" and "Available Users from". The "Selected Users" list contains the following names: ABSHIRE, MARK D. (Is not acti), ADAMS, KENNETH, BAISCH, GREGORY, BRANT, MARGARET A., DENNIS, ROBERT C., DINGMAN, HAROLD E., DONOVAN, MICHAEL J., DRISKILL, KATHY D., FERNANDEZ, ANGEL H., FRASER, ROBERT N., FREEMAN, FREDRICK B., FURLONG, FRANCIS, GOSS, ROBERT D., KAREEM, SAM M., LACK, JAMES D., LEE, ARNOLD J., LEMASTER, DARREN, LOWE, GARY P., LUCIOUS, DELORAS M., MCFARLAND, WILLIAM A., MILLER, PHILIP R., MIXON, PATTY A., MOODY, MARK F., MOORE, BILLY R., and NAIR, HADEEL R. The "Available Users from" list is set to "CEGRC" and contains the following names: ALKHOJA, MAZIN, BURRUSS, WILLIAM, CANEM, HASHEM, CARRUTH, RUSSELL, CLAFFERTY, MICHAEL, CLEMENS, CLARA, COLE, RION, DABIRI, RICHARD, ECKERT, KAYLA, EMBREY, ALICIA, FERRELL, BENJAMIN, GARZA, H., GILES, ROBERT, GLORIOD, CHARLES, HAMILTON, JOYCE, HANAS, DANIEL M., HOURICAN, JAMES, JONES, LEONARD, KUHN, DOUGLAS, LEGGETT, JOHN W., MARIS, ROSS, MCGILBERRY, WENDA, MORALES, JOSE, MUANZA, SAJI, MYERS, DANIEL, PEHNKE, KATHY, PETERSON, LISA, PRESCOTT, CHRIS, and RAHMAN, AMER.



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# RMS User Groups

A “User Group” can be based on geographical locations, work teams, project groups, offices, etc.

The screenshot displays two overlapping windows of the 'User Access Control' application. The top window is titled 'User Access Control' and has a 'Close' button. It features three tabs: 'Select Users', 'Assign User Roles', and 'Assign User Group Access to Contracts'. The 'Select Users' tab is active, showing a 'User Group Title' field with 'DIVISION' entered. Below this is a list of 'Selected Users' including ABSHIRE, MARK D. (Is not acti), ADAMS, KENNETH, BAISCH, GR, BRANT, MA, DENNIS, RO, DINGMAN, I, DONOVAN, DRISKILL, K, FERNANDE, FRASER, RI, FREEMAN, I, FURLONG, I, GOSS, ROB, KAREEM, S, LACK, JAME, LEE, ARNOI, LEMASTER, LOWE, GAR, LUCIOUS, D, MCFARLAN, MILLER, PH, MIXON, PAT, MOODY, MA, and MOORE, BIL. To the right, the 'Assigned User Roles' section shows three roles: PROGRAM MANAGER, IRAQI QA, and PROJECT INITIATION, each with an unchecked checkbox.

The bottom window is also titled 'User Access Control' and has a 'Close' button. It has the same three tabs. The 'Select Users' tab is active, showing a 'User Group Title' field with 'VICTORY AREA OFFICE' entered. Below this is a list of 'Selected Contracts' and a list of 'Unselected Contracts'. The 'Selected Contracts' list includes: DACA78-03-C-0033 NA (JOINT OPERATIONS CENT), DACA78-03-D-0005 0001 (South Victory Base Operatic), DACA78-03-D-0005 0005 (Slayer Repairs), DACA78-03-D-0005 0007 (BASE OPS - Slayer), DACA78-03-M-0067 NA (REPAIR EAST GATE CONT), W912ER-04-C-0014 NA (DRAINAGE & CANAL SYST), W6EXAA-04-C-0001 NA (GRD HQ Complex), W912ER-04-C-0007 NA (1ST CAVALRY HQ BUILDIN), and W912ER-04-C-0013 NA (CONTRACTOR VILLAGE). The 'Unselected Contracts' list includes: W916QW-04-D-0003 0003 (IDIQ Barriers- Sakhar). Between the two lists are buttons for 'Select', 'Remove', and 'Select All'.

After you name your “User Group”, you simply select the people needed in your group, assign the Users a role, and then select the contract(s) that the User Group will have access



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**Well, that was  
easy!**





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# Questions?